Once you login to the Portal, the landing page will appear. This is a very busy page.

A  You will use the **Favorites** & **Main Menu** items most frequently.

As you navigate through the System, select favorites that make sense for you.

Press the **Star**, then **Add Favorites**.

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**MESA HCM JOB AID**

**SYSTEM NAVIGATION**
2. You will also use the **Menu** Button for Quick Links to Finance, and major HCM functions.

After you press **Menu**, the Quick Links will appear.
There are also **Employee Quick Links**, and **Training (How To)** on the right-hand side of the page.